

**U.S. DEPARTMENT OF COMMERCE
INFORMATION SECURITY AND PRIVACY ADVISORY BOARD**

Membership Balance Plan

- (1) **Name.** Information Security and Privacy Advisory Board (ISPAB or Board)
- (2) **Authority.** Public Law 107-347, The E-Government Act of 2002, Title III, The Federal Information Security Management Act of 2002, codified at 15 U.S.C. 278g-4.
- (3) **Mission/Function.** The Board is to identify emerging managerial, technical, administrative, and physical safeguard issues relative to information security and privacy; and to advise the National Institute of Standards and Technology (NIST), and the Director of the Office of Management and Budget (OMB) on information security and privacy issues pertaining to federal government information systems, including thorough review of proposed standards and guidelines developed by NIST. ISPAB functions solely as an advisory body, in accordance with the provisions of the Federal Advisory Committee Act.

The Board shall transmit an annual report through the NIST Director to the Secretary for transmittal to Congress within 30 days after the submission to Congress of the President's annual budget request each year. The report will address the status of the ISPAB and comment on the relevant sections of the programmatic planning document and updates thereto transmitted to Congress by the Director under 15 U.S.C. 278i(c) and (d).

- (4) **Points of View.** As outlined in the charter, the Board shall consist of twelve members and a chairperson for a total of thirteen members. The Director of NIST shall appoint the chairperson of the Board. The Board shall be composed of twelve additional members appointed by the Director of NIST. The Director of NIST shall designate a vice chairperson from among the twelve other members. The vice chairperson shall perform the duties of the chairperson in the event the position of chairperson is vacant, or the chairperson is absent.

The Board will include four members from outside the Federal Government eminent in the information technology industry, at least one of whom is representative of small or medium sized companies in such industries; four members from outside the Federal Government who are eminent in the fields of information technology, or related disciplines, but who are not employed by or representative of a producer of information technology; and four members from the Federal Government who have information system management experience, including experience in information security and privacy, at least one of whom shall be from the National Security Agency.

To ensure adequate consideration of the many relevant perspectives and stakeholders, the NIST Director will seek to appoint ISPAB members with a diverse set of backgrounds and experiences. Members are selected on the basis of established records, knowledge of the information technology industry with experience in information system management, including experience in information security and privacy.

Members of the Board who are not full-time officers or employees of the United States will serve as Special Government Employees (SGEs). Members serve at the discretion of the NIST Director.

- (5) **Other Balance Factors.** Members should have specific experience related to information security or electronic privacy issues, particularly as they pertain to Federal information technology. Current or former service on Federal advisory boards and any Federal employment is also taken into consideration.
- (6) **Candidate Identification Process.** NIST Information Technology Laboratory (ITL) uses a nomination process to identify candidates for the Information Security and Privacy Advisory Board. Nominations are requested through annual announcements in the Federal Register, and posting on the Board's website. Candidates may be nominated by their peers or may self-nominate. NIST ITL requests that the nomination include a resume for the individual and specifically identify the expertise of the individual being nominated. A list of highly qualified candidates is developed based upon a review of the candidates' qualifications by the Director of NIST ITL. Qualifications considered include education, professional experience, and background in the area of information security or electronic privacy issues, particularly as they pertain to Federal information technology. From the list of highly qualified candidates, the Director of NIST ITL selects one or more candidates for further consideration to fill vacancies on the committee. These candidates are contacted to ascertain their willingness and ability to serve if selected. From this, the Director of NIST ITL recommends the list of nominees to the NIST Director who makes the final decision for appointment.
- ISPAB members serve four year terms and may serve two consecutive terms. Any person who has completed two consecutive full terms of service on the Committee shall be ineligible for appointment for a third term during the one year period following the expiration of the second term. Any member appointed to fill a vacancy on the Board serves for the remainder of the term for which his/her predecessor was appointed.
- (7) **Subcommittee Balance.** With NIST's approval the Board may establish subcommittees subject to the provisions of the Federal Advisory Committee Act and its implementing regulations, and applicable Department of Commerce guidance. Subcommittee members shall be selected from the parent committee.
- (8) **Other.** N/A
- (9) **Date Prepared/Updated.** December 30, 2013